

NO MORE EMPTY POTS

KITCHEN RENTAL BOOKING ADDENDUMS



KITCHEN BOOKING PLANS – *Choose One Plan*

TIER LEVEL	HOURS PER MONTH	PRODUCE/ PREP KITCHEN	SHARED USE KITCHEN	PRODUCTION KITCHEN	GREENHOUSE KITCHEN	INCLUDED AMENITIES
Tier 1 Hourly Plan	0-9	Hourly Rate \$10/hr Monthly Commissary Fee \$50/mo	Hourly Rate \$25/hr Monthly Commissary Fee \$50/mo	Hourly Rate \$50/hr Monthly Commissary Fee \$50/mo	Hourly Rate \$50/hr Monthly Commissary Fee \$50/mo	<ul style="list-style-type: none"> • Access to Commercial Kitchens • No minimums bookings required
Tier 2 Advanced Booking Plan	10-24	Hourly Rate \$8/hr Monthly Plan Starting At \$80/mo	Hourly Rate \$15/hr Monthly Plan Starting At \$150/mo	Hourly Rate \$35/hr Monthly Plan Starting At \$350/mo	Hourly Rate \$35/hr Monthly Plan Starting At \$350/mo	<ul style="list-style-type: none"> • Access to Commercial Kitchens • Monthly Commissary Fee waived • 25% discount on first pop-up event
Tier 3 Advanced Booking Plan	25-99	Hourly Rate \$8/hr Monthly Plan Starting At \$200/mo	Hourly Rate \$12/hr Monthly Plan Starting At \$300/mo	Hourly Rate \$30/hr Monthly Plan Starting At \$750/mo	Hourly Rate \$30/hr Monthly Plan Starting At \$750/mo	<ul style="list-style-type: none"> • Access to Commercial Kitchens • Monthly Commissary Fee waived • 25% discount on first pop-up event • 10% on all following pop-ups • 10% discount on storage
Tier 4 Advanced Booking Plan	100+	Hourly Rate \$8/hr Monthly Plan Starting At \$800/mo	Hourly Rate \$10/hr Monthly Plan Starting At \$1,000/mo	Hourly Rate \$20/hr Monthly Plan Starting At \$2,000/mo	Hourly Rate \$20/hr Monthly Plan Starting At \$2,000/mo	<ul style="list-style-type: none"> • Access to Commercial Kitchens • Monthly Commissary Fee waived • 25% discount on all pop-up event • 25% discount on storage • Free admission to all NMEP kitchen renter workshops • Free booth/table at NMEP sponsored events

FOOD TRUCK COMMISSARY MEMBERSHIP

No More Empty Pots' Food Truck Commissary Membership (\$125/Month) is designed to provide our existing mobile food vendors with essential resources and storage solutions at an affordable rate.

Membership includes:

- **Water Access:** Convenient access to our on-site water source.
- **Dish Pit Access:** 10 hours per month of dishwashing station use.
- **Storage Solutions:**
 - 1 dry storage shelf
 - 1 cooler storage shelf
 - 1 freezer storage shelf
- **After-Hours Kitchen Rental:** Mobile Food Vendors needing to book kitchen time may do so as needed at the Greenhouse Kitchen outside of the hours between 9am - 2pm M-F and at the rate of Tier 1 Plan prices.

MORE INFORMATION ON KITCHEN RENTER PLANS

- **Changing Plans:** Renters may **increase or decrease** their plan tier as needed, provided that any changes are communicated to the Kitchen Rental Coordinator before the start of the next billing cycle.
- **Monthly Commissary Fee:** \$50 will be billed to all active kitchen renters who utilize No More Empty Pots' commercial kitchens and does not have an advanced booking plan. This fee grants renters access to our **licensed commercial kitchen facilities** and allows them to **list The Food Hub as their place of operation** on their **Douglas County Health Department permit**.

This fee helps cover the operational costs of maintaining a **fully licensed, inspected, and equipped** kitchen space, ensuring compliance with health regulations. Renters will be required to maintain an active commissary agreement, and failure to pay the monthly commissary fee may result in the suspension of kitchen access.

- **Past due accounts:** Accounts 60 days past due will be subject to inactive status and badge access suspended until balance is paid in full.
- **Unused Hours:** Unused hours do not roll over from month to month and must be used within the designated billing cycle.
- **Booking Alternative Kitchen Space:** If the renter needs to book an alternative kitchen space, they will be charged for that space at the same tier level as their current rental plan.
- **Off-Season Allotment:** Renters are allowed up to **two (2) months per calendar year** in which they are not required to meet the minimum hourly booking requirement for kitchen rental, accommodating for off-season periods. These two months may be taken either **consecutively or separately** within the year.

To utilize this off-season allotment, renters must provide **written notice** to the Kitchen Rental Coordinator **at least one (1) week prior** to the start of the next billing cycle. Billing cycles begin on the **first day of each month**.

If proper notice is given before the deadline, renters will not be charged for the selected off-season months. Failure to provide timely notice will result in standard billing for the upcoming cycle.

ADDITIONAL CONSIDERATIONS

Changing Plans

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Monthly Commissary Fee

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TIER PLAN SELECTION

☐ Tier 1

☐ Tier 2

☐ Tier 3

☐ Tier 4

KITCHEN SELECTION

☐ Produce/Prep Kitchen

☐ Shared Used Kitchen

☐ Production Kitchen

☐ Greenhouse Kitchen

SIGNATURE

By signing below, the Parties acknowledge and agree to the terms and conditions outlined in this Agreement. The Parties further confirm their understanding of the agreement and their commitment to abide by its terms.

Partner Organization Name
Representative Name & Title Printed

Partner Organization Name
Representative Signature

Date

No More Empty Pots
Representative Name & Title Printed

No More Empty Pots
Representative Signature

Date